

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2003 - JUNE 30, 2004**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
2004 JUL 21 PM 4:04
THERESA J. PAULUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: DISTRICT ATTORNEY'S OFFICE

Division/Unit: Hall of Justice and All Branch Offices

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

| | | | | | | | |
|----------|----|-------|------|---|---------|---|-------------|
| No. Vol. | 26 | Hours | 3932 | X | \$17.19 | = | \$67,591.08 |
|----------|----|-------|------|---|---------|---|-------------|

Types of work performed by GENERAL VOLUNTEERS in this category:

To assist all support staff with clerical duties.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

| | | | | | | | |
|----------|---|-------|---|---|---------|---|--------|
| No. Vol. | 0 | Hours | 0 | X | \$17.19 | = | \$0.00 |
|----------|---|-------|---|---|---------|---|--------|

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

| <u>Position</u> | <u>Hours</u> | X | <u>VCL</u> | = | <u>Dollar Benefit</u> |
|------------------------------|--------------|---|----------------|---|-----------------------|
| <u>Law Clerks/ Attorneys</u> | <u>23770</u> | | <u>\$19.34</u> | | <u>\$459,711.80</u> |
| <u>Paralegal Volunteers</u> | <u>686</u> | | <u>\$18.30</u> | | <u>\$12,553.80</u> |

| | | | | | |
|----------|----|-------------|-------|-------------|--------------|
| No. Vol. | 79 | Total Hours | 24456 | Total Value | \$472,265.60 |
|----------|----|-------------|-------|-------------|--------------|

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Types of work performed by SPECIALIZED VOLUNTEERS in this category:
 Assist support staff with clerical duties and assist attorneys with case preparation and legal research.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

| <u>No. of Volunteers</u> | <u>Hours</u> | <u>Dollar Benefit</u> |
|--------------------------|--------------|-----------------------|
| <u>26</u> | <u>3932</u> | <u>\$67,591</u> |
| <u>0</u> | <u>0</u> | <u>\$0</u> |
| <u>79</u> | <u>24456</u> | <u>\$472,266</u> |

| | | | | | |
|----------------|------------|--------------------|--------------|--------------------|---------------------|
| TOTALS: | 105 | Total Hours | 28388 | Total Value | \$539,856.68 |
|----------------|------------|--------------------|--------------|--------------------|---------------------|

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: N/A Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 3160 X Rate \$36.11 **\$114,107.60**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 570 X Rate \$33.90 **\$19,323.00**

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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : N/A Cost:

Item : Cost:

Item : Cost:

TOTAL OF OTHER PROGRAM COSTS =

\$0.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$133,430.60

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$539,856.68**

b. Total of Donations to Volunteer Program, Item 3 **\$0.00**

c. Subtract Total of program Costs, Item 4d **\$133,430.60**

TOTAL PROGRAM BENEFIT:

\$406,426.08

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6. **RECRUITING:**

Please describe your recruiting programs:

Currently we recruit via networking with various community colleges and universities.

Our goal for next year is to expand our paralegal internships through working with local
paralegal programs. Additionally, we are in the process of developing a web page on the
County website highlighting volunteer opportunities in the Office of the District Attorney.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

N/A

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The District Attorney is reaching out to the Community to encourage more participation.
Specifically volunteers with specialized skills such as paralegals and attorneys are
being recruited to maximize the benefits to the County.

9. **GENERAL INFORMATION:**

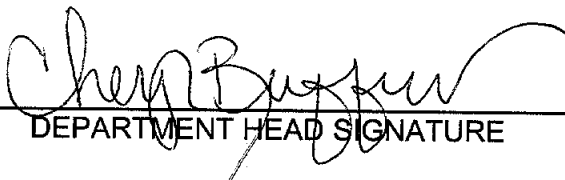
Name of person completing report: Debra Rizzo

Phone: 619-531-4101 Mail Stop: C-50 E-Mail: Debra.Rizzo@SDCDA.org

Volunteer Coordinator: SAME

Phone: _____ Mail Stop: _____ E-Mail: _____

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE


DATE

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